How to Correctly Fill Out the ARB Reporting Spreadsheets

When uploading information to DOORS, both the entry information and the format may cause errors. Typing in your information and using the dropdown menus prevents most formatting errors, while cutting and pasting information from existing spreadsheets will often cause errors if the information is not prepared and formatted perfectly, and may prevent your information from being correctly uploaded. However, for large datasets, cutting and pasting can be much faster, and may reduce transcription errors.

The following steps will help you cut and paste without causing errors.

1. **If You Paste. Always Paste <u>Values</u> Only, NOT the Formatting**

   To avoid errors caused by importing a different format into the ARB spreadsheets, always select "**Paste Special**" and then select the option for "**Values**". This will prevent you from inserting a different format into the spreadsheet, and causing an error that prevents uploading.

	Incorrect			Correct	
	Model year	Max hp		Model year	Max hp
	1990	340		1990	245
	1998	255		1994	350
	2007	275		2005	95
	1997	322		1984	120
	2004	354		2001	450
	2002	210		1987	220
	1995	426		1998	220

2. **You Must Match the Dropdown Menus <u>Exactly</u>**

   For the fields "**Vehicle type**", "**Vehicle manufacturer**", "**Engine manufacturer**" and "**VDECS Family Name**", your information must match one of the options in the dropdowns menus for those fields if you cut and paste.

   > An engine made by "JOHN DEERE POWER SYSTEMS" cannot be listed as being made by "Deere", "John Deere", "JOHN DEERE INC." etc.

   ARB has provided a list of the dropdown menu entries in the Excel file "Dropdown_Menu_Validation.xls. It is recommended that you copy and paste entries from the ARB dropdown list over a copy of your own data, before pasting into the ARB reporting spreadsheets.

Your data before review

Serial Number	Description	Manufacturer
HGF372387282	10-ton Self-prop Crane	Hbr
DDU239273729	3 Ton Forklift, Side Mt	Christensen
HGT382771117	1 Cubic Yard Loader	Cat

After matching ARB dropdowns

Serial Number	Vehicle Type	Manufacturer
HGF372387282	Cranes	HUBER
DDU239273729	Forklifts	OTHER
HGT382771117	Tractors/Loaders/Backhoes	CATERPILLAR

3. Refer to the Data Dictionary for Each Worksheet

ARB has developed a "dictionary" for each piece of information required to report. The dictionary has both a definition of the information required, and a list of requirements for the field, including type of characters allowed, number of characters required, justification, and any additional requirements. Refer to the individual worksheet's data dictionary to determine if your data will be accepted by DOORS.

You may need to modify your existing data to match the requirements of the data dictionary before you will be able to upload your information successfully.